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MEMORANDUM FOR: Chief, Policy and Systems Staff
Acting Chief, Fiscal Division
✓ Chief, Confidential Funds Division
Chief, Industrial Contract Audit Division
Chief, Monetary Division

SUBJECT : Approval of Overtime

1. Effective 6 February 1964 advance approval must be obtained from the Director of Finance or his Deputy in order to authorize compensated overtime work.

2. If, in your opinion, there exists a need for performance of compensated overtime, written justification must be submitted to this Office and detailed information setting forth number of hours to be worked, estimated rate of pay for employees who would perform the work, etc. must accompany such request.

R. H. FUCHS
Director of Finance

cc: DD/S

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